



FACULTY NEWSLETTER



From the
Dean of Academic Services
and the
Dean of Technical/Occupational Services

April 5, 1993

Vol. 3, No. 9



PLEASE!

NO FOOD AND DRINK
IN THE CLASSROOM

The **Self-Study Survey** is now the focus of self-study activities. The Steering Committee has met each week to review survey items submitted by the Criteria committees.

The survey development process is nearing completion. All survey items should be presented to the Steering Committee during April and the survey should be distributed during May, as called for in the official calendar of the Self-Study.

As reported earlier in a memo from Dr. Spring, Lyda Black is now Chair of the SACS Self-Study Steering Committee, and Arthur Howington is Director of the Self-Study. These changes were made necessary when Mary Ann Pearson was appointed Director of Nursing. This greatly increased her academic program duties by adding the Nursing Assistant and the LPN program to her area of responsibility.



Mary Ann you did a great job in getting our Self-Study off to a superfine start. THANKS! We will miss your leadership.

Mary Ann will remain involved in the self-study as an Assistant Director.

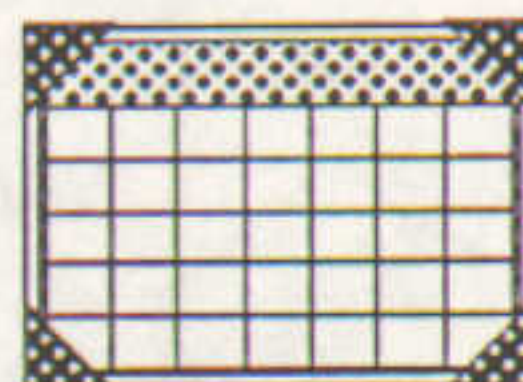
"We dance round in a ring and suppose,

"But the Secret sits in the middle and knows."

Robert Frost

MONTHLY FACULTY MEETINGS SET

In order to improve communication between the faculty and the administration, the monthly faculty meeting has been reinstated.



The dates and times of the faculty meeting for each month during the remainder of 1992-1993 are as follows:

April 12:	3:00 p.m.
May 3:	3:00 p.m.
June 14:	3:00 p.m.
July 12:	3:00 p.m.
August 2:	3:00 p.m.

All faculty meetings will be held in Room 406 on the Skyland Campus.

1993-1994 FALL REGISTRATION FACULTY MEETING ALSO SET

The first faculty meeting of 1993-1994 will be Monday, August 23, 1993, at 8:00 a.m. This faculty meeting will be held in room 406 on the Skyland Campus. August 23rd also is the first day of regular registration for Fall 1993.



A CORRECTION. On the handout distributed at the faculty meeting of March 24th, the date of the 1993 Fall registration faculty meeting was given as August 24th. This was an error. August 24th is Tuesday. As noted above, the



FACULTY NEWSLETTER
April 5, 1993, p. 2



Fall Faculty Meeting (continued)

faculty meeting in question will be held on Monday, August 23 just prior to the opening of Fall registration.

=====

SHELTON'S BOOK TO BE PUBLISHED

Hoggle's Christmas, a children's book by Rick Shelton, will be published by Cobblehill Books of New York. The book will be illustrated by Donald Gates a free-lance illustrator from McLean, Virginia. This is a first children's book for both McLean and Shelton.

Rick and his new book were featured in the Spring edition of Adopt-A-School, a newsletter published by the Chamber of Commerce of West Alabama Inc. Rick gave sixth graders at Vestavia Elementary a preview of Hoggle's Christmas and also of his novel-in-progress, The Great Chicken Pox Debate.

Congratulations, Rick, on your writing success.!

=====

BIBIO NEWS

ALICAT Moves Into Skyland Library

ALICAT is the acronym for the Alabama Library Catalog, a statewide catalog of books and periodicals in public and academic libraries in Alabama. The Alabama Public Library Service provided Shelton State a computer terminal and software with this catalog in CD-ROM format.



It is a fairly easy database to use to identify the locations of books and periodicals. Locations are indicated by code; a listing and "how-to" book is provided along with the computer.

Shelton State has participated in the ALICAT network for several years, but this is the first CD-ROM listing available.

Libraries that have contributed their holdings information to the project include the following:

The University of Alabama
Birmingham Public Library
UAB Lister Hill Medical Library
Auburn University Library
Tuscaloosa Public Library

ALICAT is fully funded by the Alabama Public Library Services through Library Services and Construction Act funds. Shelton State pays no additional charges to participate.

=====

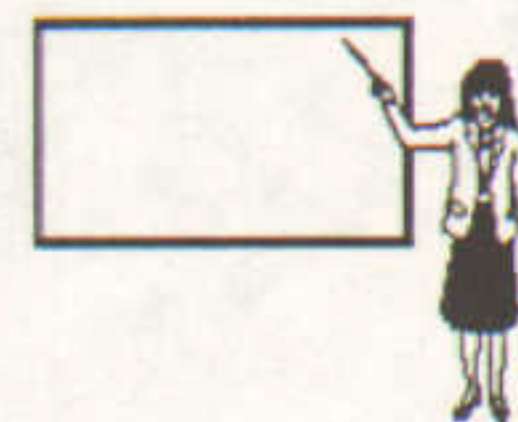
WELLNESS CENTER

ACTIVITIES



Milady Murphy and the Shelton State Wellness program was featured on February 25th on the Integrated Science Seven program offered through Alabama Public Television. Dr. Murphy's topic was wellness and the aging process.

At the National Community College Wellness Conference held in Galveston, Texas, on April 1-4, Milady Murphy, Director of the Shelton State Wellness Program, made a presentation which emphasized the role of the two-year college in providing wellness programs for the community.



=====

PLEASE!

**TURN THE LIGHTS OUT
AS YOU LEAVE CLASS**





Wellness Activities (Continued)

Staff from the Shelton State Wellness Program are conducting a ten-week conditioning program for the UA women's volleyball team.



=====

**COMPUTER SOFTWARE INVENTORY
TO BE IMPLEMENTED**



Beginning immediately, the College will implement procedures for creating an inventory of its computer software. The library and business office will play central roles in the development of this inventory.

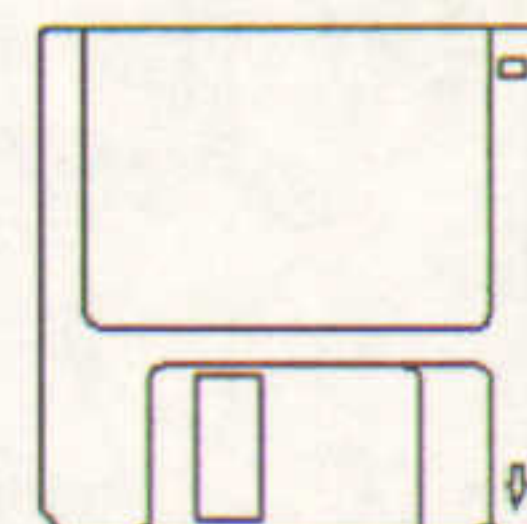
Purchases of new computer software will be done according to the following procedure:

1. Requisitions for computer software must carry the 642 object code (e.g. 641 is for "materials and supplies").
2. Requisitions for computer software should be sent to the Business Office through current approval procedures.
3. The "Ship to" location on all computer software purchases (object code 642) will be Library/Skyland Campus.
4. Upon receipt of the order, the software will be sent by the Business Office to the AV Office at the Library/Skyland Campus.
5. The Library will attach an inventory label and record the necessary information in its database. Then the item will be sent to the individual who

initiated the requisition.

6. The inventory number given to the item by the Library will include the abbreviation CSW (for computer software) and an accession number).

7. The Library will maintain the SSCC Computer Software Guide, which will include the following information about each item of software:



Title and Version
Date of purchase and cost
Location
Type of equipment required
Application
Documentation
Compatibility with other software
License Limitations

8. The Library will print copies of the guide and make them available on each campus. Updates will be provided each semester.
9. The individual who is responsible for the item of software will notify the Library when it is discarded and the Library will correct its records.

In addition, the College will make an effort to inventory the original computer software that we currently have on hand. Each administrator will be asked to ascertain what original software is located in his/her area of responsibility and complete an information form on each piece of software.

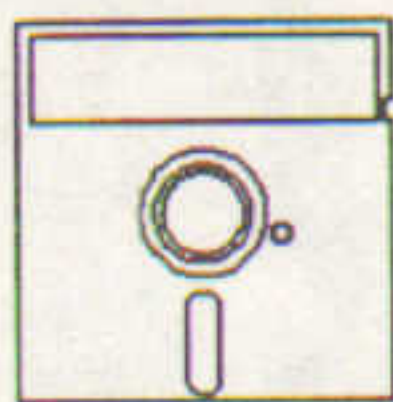
"Original" means the actual software that was purchased. The



FACULTY NEWSLETTER
April 5, 1993, p. 4



Software Inventory (continued)



College is not interested in cataloging software that has been merely copied onto the hard drive of a particular machine.

=====

FROM "STAFF STUFF"

Debbie Hicks recently transferred from the Business Office to the Receptionist Position at the Alabama State Fire College.

=====

IN THE SUGGESTION BOX

Ideas found recently in the Suggestion Box include:

1. move the dumpster by the library entrance in the rear of the building on Skyland because it takes up two parking spaces, sometimes blocks the space designated for disabled persons, and is a hazard because of the broken glass around it;
2. put a copier for student use in the Student Center or put another copier for student use in the library and reduce the price of copies to students to five cents per copy;
3. List teacher's names on the class schedule;
4. place a floor plan depicting the layout of the Skyland Campus strategically throughout the building so that visitors will not have such difficulty in locating faculty offices, classrooms, etc.;
5. Include policies on HIV/AIDS and on sexual harassment in the Shelton State handbook.

6. at the faculty meetings, "quickly & positively spotlight" one division, giving faculty information that they can give to potential students and to the general public;
7. create a document which summarizes each faculty meeting and post this document in a designated place for full-time and part-time faculty not in attendance at the meeting.
8. keep developmental classes and English composition small.

At the time of publication of the Faculty Newsletter, the following actions on the suggestions can be reported:

- A. #5, #6, & #7 will be done.
- B. #3 has been considered a number of times already has been rejected for appropriate reasons, the best of which is that prior to registration we simply do not have sufficient information to be able to guarantee that a specific instructor will certainly teach a specific course. Names put on the schedule, then, are very liable to being changed.
- C. #1, #2, #4, & #8 have been placed in the hands of appropriate college officials for consideration. Final action on these will be reported on in future editions of the Newsletter.

Thanks to all those who are interested enough to give us your ideas.

=====

PLEASE!



CLEAN THE BLACKBOARD
AT THE END OF CLASS